



Subject: Application for Continued Funding Fiscal Year 2004-05	Number: 03-13
Authority: <i>California Code of Regulations, Title 5,</i> Division 19, Chapter 1, Article 5, Section 18010	Date: October 2003
	Expires: December 5, 2003

ATTENTION: PROGRAM DIRECTORS OF CHILD CARE AND DEVELOPMENT PROGRAMS

This Management Bulletin offers existing California Department of Education, Child Development Division (CDE/CDD), contractors the opportunity to request continued funding for Fiscal Year (FY) 2004-05. *California Code of Regulations, Title 5 (5 CCR), Section 18010, states, "Contractors that intend to accept the offer to continue services in the subsequent contract period shall respond to a continued funding application request from the Child Development Division in accordance with the instruction and timelines specified in the request."* We encourage each contractor to review this information as soon as possible to ensure that appropriate time and resources are reserved to complete the process. A completed application packet is due to **CDD** no later than **5:00 p.m. on December 5, 2003**.

The 5 CCR, Section 18010(e) states that, *"Failure to respond within the timelines specified in the continued funding application request shall constitute notification to the CDD of the contractor's intent to discontinue services at the end of the current contract period."* Failure to respond to requests from CDD for additional information may also result in an adverse action for the agency.

Executive Directors are **only** receiving this copy of the Management Bulletin **for information purposes. The complete Application for Continued Funding packet (Management Bulletin and application packet) is being sent to your agency's Program Director to coordinate the completion and timely submission of the application on behalf of your agency. The complete Application for Continued Funding packet** consists of: 1) Management Bulletin 03-13, which includes specific instructions for completion (printed on blue paper), 2) Application for Continued Funding (CD 3704, printed on white paper), and 3) Data Reports (printed on green paper).

For contractors with more than one program director, CDD selected the initial name available in our database. If necessary, the name of that individual may be obtained by contacting Will Lee, in the Southern Field Services Unit, at (916) 445-0969.

California Department of Education does not require formal board approval of the application package. In most cases, board action is only required to sign the formal contract. If your agency's governing board requires approval prior to application submittal, make sure that the board action is completed in time to meet the due date.

A contractor may download the package by accessing our download site location at:

www.cde.ca.gov/cyfsbranch/child_development/allmbs.htm

This Application for Continued Funding may be completed with word processing software; however, electronic submission of your application is unavailable. Submit the completed application along with three (3) copies through regular first class mail.

If you are the program director designated to receive the complete application package, review the instructions for specific details about completing the appropriate forms. Complete one application packet with **original signatures and three copies and mail to the CDD office no later than 5:00 p.m. on Friday, December 5, 2003.**

Mail the application to:

**Child Development Division
California Department of Education
Continued Funding Application
1430 N Street, Suite 3410
Sacramento, CA 95814**

If you have any questions or need further clarification about completing the attached application package, please call your assigned CDD Consultant (as listed on pages 7 and 8) or (916) 322-6233.

/s/ Michael Jett

Michael Jett
Director
Child Development Division

/s/ Sue Stickel

Sue Stickel
Deputy Superintendent
Curriculum and Instruction Branch

This Management Bulletin is mandatory only to the extent that it cites a specific statutory and/or regulatory requirement. Any portion of this Management Bulletin that is not supported by a specific statutory and/or regulatory requirement is not prescriptive pursuant to Education Code 33308.5.

Instructions for Completing the Application for Continued Funding

Review the complete packet and instructions prior to completion. **Complete** as specified. **Submit one original and three copies** of the application packet to the Child Development Division, **no later than 5:00 p.m. on Friday, December 5, 2003. DO NOT copy and send instructions.** Specific instructions are as follows:

PAGE 1 - (COVER PAGE) APPLICATION FOR CONTINUED FUNDING, FISCAL YEAR 2004-05

Check all applicable boxes that correspond to the contractor's Fiscal Year (FY) 2003-04 California Department of Education (CDE), contracts for Child Development Programs that the agency plans to continue in FY 2004-05. The four-letter codes on page 1 are the same as the Fund Source and Program Type codes found on the FY 2003-04 contract face sheets.

AGENCY'S COUNTY/VENDOR NUMBER - **Complete** the contractor's two-digit county code and four-digit vendor number. These are the same numbers used on your Attendance and Fiscal Report for Child Development Programs.

FEDERAL ID NUMBER - **Print or type** in the space provided.

LEGAL NAME OF AGENCY - **Complete** information for the CDE contractor (same as the name on FY 2003-04 contract face sheets). If there has been a change, please refer to your Funding Terms and Conditions for the required documents to submit.

ADDRESS, CITY, ZIP CODE, FAX, E-MAIL - **Print or type** contractor's administrative address and contact information.

EXECUTIVE OFFICER/SUPERINTENDENT, TELEPHONE, PROGRAM DIRECTOR, TELEPHONE, AND BOARD OF DIRECTOR'S CHAIR, TELEPHONE - **Complete** information in the spaces provided.

SIGNATURE OF AUTHORIZED AGENCY REPRESENTATIVE, DATE - **Read and sign original copy in BLUE** ink. Signature needs to be from an authorized representative of the CDE contractor (not a subcontractor).

NAME AND TITLE OF AUTHORIZED AGENT, PHONE - **Print or type** the name and title of the authorized agent who signed the application. **Include** this person's phone number.

PAGE 2 - PROGRAM NARRATIVE CHANGE REQUEST - **Complete** as instructed **only** if there are programmatic changes requested. Check box "No changes" if there are no programmatic changes.

PAGES 3 AND 4 – CENTER-BASED PROGRAMS AND FAMILY CHILD CARE HOME NETWORKS PERSONNEL CERTIFICATION - **Read** certification. Specific staff requirements are included within the certification. **Sign original copy in BLUE** ink. Signature needs to be from an authorized representative of the CDE contractor (not the subcontractor). By signing this form, the agency's authorized representative certifies that: 1) he/she is aware of current staffing requirements, and 2) that persons employed as program directors, site supervisors, teachers, associate teachers, and assistants in CDD programs are qualified for the positions they hold throughout the contract period. Please note: Personnel Rosters are not included in this packet. They will become part of the Desired Results Self Review that is due June 1st each program year. However, agencies must still certify that they employ qualified staff.

If **Title 5 Program Director or Site Supervisor** requirements are not currently met, and there is no current waiver in effect, the contractor may request a staff qualification waiver from the CDD. NOTE: Waiver requests are subject to CDD review and approval. A waiver will be sent to the contractor upon approval. Agencies will be out of compliance until the appropriate permit/credential or waiver is obtained. Waiver application forms are available on our web site: www.cde.ca.gov/cyfsbranch/child_development/forms.htm

Waiver requests may be submitted at any time during the contract year.

STAFF QUALIFICATIONS WAIVER REQUEST (CD 7701A) - Use **only** for staff at the Program Director and/or Site Supervisor levels who do not currently possess **Title 5** permits as required. **Refer** to the contract's Funding Terms and Conditions and Program Requirements for current staffing qualifications.

SCHOOL AGE COMMUNITY CHILD CARE SERVICES PROGRAM, STATE PARTICIPATION LIMIT WAIVER REQUEST (CD 3700) - Use **only** for School Age Community Child Care Services Programs (GLTK) that do not serve at least 50 percent non-subsidized children. This waiver form does not apply to other programs serving school-age children. GLTK contractors that are unable to meet the non-subsidized enrollment requirement and do not have an approved waiver will have their reimbursement reduced by the Child Development Fiscal Services.

PAGE 5 - ALLOCATION OF AGENCY FUNDS FISCAL YEAR 2003-04 - **Complete only** if your agency either serves 1) multiple counties or 2) any portion of Los Angeles County.

Complete LEGAL NAME OF AGENCY, VENDOR NUMBER, AND COUNTY in the spaces provided.

Report the FY 2003-04 **CONTRACT NUMBER, COUNTY NAME OR REGION (LA)** where services are being provided, **AMOUNT (\$)** of funding used and the **% OF TOTAL** represented.

(For Los Angeles County, use the **LOS ANGELES COUNTY SERVICE PLANNING AREAS** County/Region(s) listed on Page 6 of the application. If a new zip code has been added, estimate its location within the appropriate Los Angeles local service planning area.)

The subtotals in the **AMOUNT (\$)** and **% OF TOTAL** columns should include administrative expenses. The **TOTAL** column should equal the FY 2003-04 MRA (Maximum Reimbursable Amount) for each contract. If the fund distribution reported is not typical for your agency, describe on the back of the form how the distribution might differ in FY 2004-05. Please direct any questions you may have about this particular form to Cynthia Robinson, Child Development Fiscal Services, at (916) 324-4531.

PAGE 7 - SUBCONTRACT CERTIFICATION - **Complete only** if the contractor uses a subcontractor(s) for management and/or direct services. The prime contractor is responsible for ensuring that its contract with the subcontractor includes the subcontract provisions detailed in the California Code of Regulations, Title 5, and the Funding Terms and Conditions and Program Requirements. The prime contractor is also responsible for monitoring the subcontractor's current and ongoing fiscal and program compliance. Subcontracts for management and/or direct services shall be audited in accordance with CDE Audit Guidelines.

Complete in the spaces provided:

- **CONTRACT TYPE TO WHICH SUBCONTRACT APPLIES**
- **NAME OF SUBCONTRACTING AGENCY/SITE(S)**
- **SUBCONTRACT AMOUNT**
- **SERVICES TO BE SUBCONTRACTED**
- **LEGAL NAME OF AGENCY**
- **SIGNATURE OF AUTHORIZED AGENCY REPRESENTATIVE, DATE - Read, sign, and date the original copy in blue ink.** Signature needs to be from an authorized representative of the CDE contractor (not the subcontractor).

PAGE 8 - FISCAL YEAR 2004-05 CALENDAR - ENTER THE COUNTY/VENDOR NUMBER, AGENCY NAME, AND CURRENT CONTRACT TYPE ON TOP OF FORM. Complete a separate calendar for each contract. **Mark** all days that the program will serve subsidized children during the FY 2004-05 contract period (center-based and family child care homes). Alternative Payment (AP) and Resource and Referral (R&R) programs should **mark** the days the program office is open for business. **Total** the number of days the program will operate each month, each quarter, and for FY 2004-05. The total number of days marked for each contract will constitute each contract's Minimum Days of Operation (MDO) where applicable. Total the number of school days on the Days of Operation line.

Child development programs, except State Preschool (GPPE), Campus (GCAM), and Migrant (GMIG), generally operate a minimum of **246 days**. **GPPE and GCAM programs** operate a minimum of **175 days**. **GMIG programs** operate on **days that reflect the local agricultural season**.

Provide justification for a reduction of days on the reverse side of the calendar **if** the number of days shown on the calendar falls below 246 or 175 (as applicable to the contract type) **and** your agency proposes to operate for fewer days than its FY 2003-04 MDO. Provide a description of program if the numbers of calendar days exceed 246 or 175 (e.g. year round, Head Start collaboration, etc.). If your MDO changes during the FY 2004-05 contract period, your agency is responsible for submitting a revised calendar to your assigned program consultant to obtain the necessary approval. **DOUBLE CHECK YOUR MATH!**

PAGE 9 - CHILD DEVELOPMENT MANAGEMENT INFORMATION SYSTEMS (CDMIS) FORM 900

- This form is to report program months where no service is provided. For agencies that are new contractors and have not yet begun to provide services to families, check the NON-OPERATIONAL box and list the date services are expected to begin. All other programs which have **full months in which children are not served**, check the NO SERVICES box and indicate which month(s) the agency will not provide any CDD subsidized service.

PAGE 10 - APPLICATION FOR CONTINUED FUNDING CHECKLIST - Complete to ensure that a comprehensive application packet for all of the agency's CDE/CDD contracts is sent per instructions.

DATA REPORT (green paper) - This is the information that CDD currently has in its database regarding your agency, its contracts, and offices/sites per last year's application process and subsequent updates received by your agency. A DATA REPORT is generated for each site listing all contract type(s). If you did not receive the appropriate DATA REPORT, please call your assigned consultant (as listed on pages 7 and 8).

Review information contained on your agency's DATA REPORT. **Add, delete, or modify** information as appropriate on the DATA REPORT. Indicate all changes by printing legibly using a **red** pen. If data is correct with no changes, please initial the page in **blue** ink.

Include all DATA REPORT pages when returning your agency's completed packet.

Add pages as needed using the same format provided. Clearly indicate the contract type(s) on each page and complete all data fields appropriate to the site.

Submit a copy of the license of each **new** center-based facility.

Please note that an agency's legal name or administrative headquarter address change **cannot** be made solely on the basis of DATA REPORT updates. In order to process an administrative headquarters address change, **private proprietorship agencies** are required to submit a copy of the letter notifying the Internal Revenue Service of the address change and a copy of the board minutes verifying the change to their assigned consultant. **Incorporated agencies** should submit a letter notifying CDE/CDD of the address change and include a copy of the notice to the Secretary of State's office. All contractors shall notify CDD in writing when a change occurs in their mailing address within ten (10) days. **LEA's** may submit a letter from the superintendent or their designee. If you have additional questions, please contact your assigned consultant.

If you have any questions about completing the application package, please call your assigned consultant (as listed on pages 7 and 8) or (916) 322-6233.

**CALIFORNIA DEPARTMENT OF EDUCATION
CHILD DEVELOPMENT DIVISION /FIELD SERVICES UNITS'
COUNTY ASSIGNMENT LIST**

County	Region	Consultant	County	Region	Consultant
Alameda	North	Mari Fitch	Orange	South	Erica Otiono
Alpine	North	Alice Trathen	Placer	North	Dan Cross
Amador	North	Alice Trathen	Plumas	North	David Houtrouw
Butte	North	Dan Cross	Riverside	South	Sandy Patitucci
Calaveras	North	Alice Trathen	Sacramento	North	Alice Trathen
Colusa	North	Jeralynn Krug	San Benito	South	Cindy Betts
Contra Costa	North	Cassandra Lewis	San Bernardino	South	Pamela Finley-Quiroz
Del Norte	North	David Houtrouw	San Diego	South	F. Louie/S. Patitucci
El Dorado	North	Alice Trathen	San Francisco	North	Margaret Bakalian
Fresno	North	Joe Martinez	San Joaquin	North	Cassandra Lewis
Glenn	North	David Houtrouw	San Luis Obispo	South	Pamela Finley-Quiroz
Humboldt	North	David Houtrouw	San Mateo	North	Dan Cross
Imperial	South	Nancy DeArmond	Santa Barbara	South	Cindy Betts
Inyo	South	Nancy DeArmond	Santa Clara	North	Margo Hunkins
Kern	South	Pamela Finley-Quiroz	Santa Cruz	North	Margo Hunkins
Kings	South	Nancy DeArmond	Shasta	North	David Houtrouw
Lake	North	Jeralynn Krug	Sierra	North	Dan Cross
Lassen	North	David Houtrouw	Siskiyou	North	David Houtrouw
Los Angeles	South	See second page.	Solano	North	Jeralynn Krug
Madera	South	Alice Trathen	Sonoma	North	Jeralynn Krug
Marin	North	Margaret Bakalian	Stanislaus	North	Cassandra Lewis
Mariposa	North	Alice Trathen	Sutter	North	Jeralynn Krug
Mendocino	North	David Houtrouw	Tehama	North	Alice Trathen
Merced	North	Joe Martinez	Trinity	North	David Houtrouw
Modoc	North	David Houtrouw	Tulare	South	Nancy DeArmond
Mono	South	Nancy DeArmond	Tuolumne	North	Alice Trathen
Monterey	South	Cindy Betts	Ventura	South	Cindy Betts
Napa	North	Jeralynn Krug	Yolo	North	Jeralynn Krug
Nevada	North	Dan Cross	Yuba	North	Alice Trathen

San Diego County – Sandy Patitucci's portion

All Children's Foundation
Chicano Federation of San Diego
Children of the Rainbow
Chula Vista Elementary SD
Coronado Unified SD

Jamul-Dulzura Union SD
Metro Area Advisory Committee
National Elementary SD
San Ysidro Elementary SD
South Bay Union SD

Field Services - North

Administrator Telephone
Sharon Hawley..... 916 324-6164

Consultant Telephone
Alice Trathen.....916 323-1312
Cassandra Lewis916 323-8524
Dan Cross916 323-1341
David Houtrouw916 323-3090
Jeralynn Krug916 445-7353
Joe Martinez.....916 323-7833
Margaret Bakalian916 323-1345
Margo Hunkins916 323-1305
Mari Fitch916 323-1317

Field Services - South

Administrator Telephone
Greg Hudson916 323-1300

Consultant Telephone
Alicia Hetman916 323-2133
Cindy Betts916 327-1021
Erica Otiono916 323-1315
Francis Louie.....916 322-4241
Nancy DeArmond.....916 323-1328
Nancy Pellom916 323-0216
Pamela Finley-Quiroz.....916 322-4850
Richard Miller.....916 322-4275
Sandy Patitucci916 323-1355

Child Development Division/Southern Field Services Unit
Los Angeles County Service Planning Areas (SPA)

SPA 1 Antelope Valley Region	SPA 2 San Fernando Region	SPA 3 San Gabriel Region	SPA 4 Metropolitan Region
Alicia Hetman (916) 323-2133	Richard Miller (916) 322-4275	Richard Miller (916) 322-4275	Nancy Pellom (916) 323-0216
Antelope Valley Comm. College Antelope Valley High School Education Foundation Lancaster Elementary SD Palmdale Elementary SD	Around the Korner AS/CSU Northridge Burbank Unified SD Child and Family Center Child Care Resource Center - San Fernando Children's World Learning Ctrs Creative World, Inc. Dubnoff Center for Child Dev. Eben-Ezer Children's Day Care Glendale Community College Glendale Unified SD Grandview Presbyterian Church Newhall Elementary SD Santa Clarita Comm College Saugus Union Elementary SD Sulphur Springs Union ESD	Acacia Montessori School Alhambra City Elementary SD Around the Clock 24-Hour Preparatory Academy Baldwin Park Unified SD Bassett Unified SD Cal Poly Pomona Foundation Charter Oak Unified SD Child Care Information Service Citrus Community College District City of South El Monte Claremont Unified SD Covina Development Center Covina Valley Unified SD Duarte Unified SD El Monte City SD El Monte Union High SD Fairplex Child Development Center Garvey Elementary SD Hacienda-La Puente Unified SD Monrovia Unified SD Montessori Association of West Covina Mountain View Elementary SD Mt. San Antonio Community College Options-A Child Care & Human Srvc Pasadena Area Comm College Pasadena Unified SD Phillips Ranch Youth Pomona Unified SD Rosemead Elementary SD Rowland Unified SD San Gabriel Unified SD San Gabriel YMCA	Archdiocese of Los Angeles Assistance League of Southern CA Cal State Los Angeles Aux Serv Calif. Hospital Medical Center Catholic Charities of LA, Inc. Centro de Niños, Inc. Child and Family Services Child Dev Consortium of LA, Inc. Children's Home Society of CA Children's Institute International Chinatown Service Center City of LA, Dept of Rec & Parks County of Los Angeles, Dept. of Children Services Estrada Courts Residential Mgmt Foundation for Early Childhood Ed International Institute of LA Los Angeles Child Care & Develop. Los Angeles Community College Dist Los Angeles Conservation Corp. Los Angeles County / USC Medical Center Auxiliary Los Angeles Unified SD LTSC Community Development Corp Mt. Washington Preschool & Child Care Para los Niños Plaza Community Center Plaza de la Raza Head Start, Inc. Proyecto Pastoral Salvation Army St. Anne's Volunteers of America of LA YMCA of Metro Los Angeles YWCA of Greater Los Angeles
Contractors: 4	Contractors: 16	Contractors: 33	Contractors: 32
SPA 5 West Region	SPA 6 South Region	SPA 7 East Region	SPA 8 South Bay/Harbor Region
Alicia Hetman (916) 323-2133	Alicia Hetman (916) 323-2133	Nancy Pellom (916) 323-0216	Erica Otiono, (916) 323-1315
Chabad of California Connections for Children Culver City Unified SD Los Angeles Alumni Chapter, Delta Sigma Theta Neighborhood Youth Assoc. Ocean Park Child Care Found. Parents Infant Care Services, Inc. Regents-Univ. of California Santa Monica-Malibu Unified SD St. Joseph Center Venice Family Clinic Vista del Mar Child and Family Westside Children's Center	Charles R. Drew University, Medicine & Science Children's Center, Inc. Children's Collective, Inc. Compton Community College Compton Unified SD Crystal Stairs Ctr for Community & Family Srvc Daisy Foundation Drew Child Development Corp. Faithful Central Education Center Girls Club of Los Angeles Golden Day Schools Heavenly Vision Education Ctr Hoover Intergenerational Care Kedren Community Health Ctr Lewis Metro Christian School Los Angeles First Pre-School Los Angeles Urban League Lynwood Unified SD Mount Saint Mary's College Page Learning Academy Paramount Unified SD University of Southern Calif.	ABC Child Development ABC Unified SD Bellflower Unified SD CHARO Community Development City of Norwalk City of Santa Fe Springs Coalition of Latino Americans (CODELA) East Whittier City Elementary SD El Rancho Unified SD Institute for Leadership & Develop. Los Angeles Co. Supt. of Schools Mexican American Opportunity Foundation Montebello Unified SD Norwalk-La Mirada Unified SD Rio Hondo Community College Southeast Los Angeles PIC YMCA of Greater Long Beach	Assoc Students, CSU Dominguez Hills Assoc Students, CSU Long Beach City of Gardena Community Development Center Comprehensive Child Development El Camino Community College Federation of Preschool & Community Education Center Hawthorne Elementary SD Inglewood Unified SD Lawndale School District Lennox School District Long Beach Community Improvement League Long Beach Day Nursery Long Beach Unified SD Manhattan Beach Unified SD Redondo Beach Unified SD Southern Calif. Youth & Family Center Torrance Unified SD Young Horizons Youth Development Partnership Corp.
Contractors: 13	Contractors: 23	Contractors: 16	Contractors: 20

**APPLICATION FOR CONTINUED FUNDING
FISCAL YEAR 2004-05 (Form CD3704)**

ORIGINAL _____ COPY # _____
For use by CDD Staff

Send one original and three complete copies (4 total) of all required forms no later than 5 p.m. on Friday, December 5, 2003.

To: Child Development Division
California Department of Education
Continued Funding Application
1430 N Street, Suite 3410
Sacramento, CA 95814

Instructions for completing this form and other helpful information are included in the accompanying Management Bulletin 03-13.

Our agency is currently funded for all contracts identified with a check mark below for this fiscal year. The agency agrees to continue implementation of these programs during Fiscal Year 2004-05 with funds provided by CDE.

Center-Based/Family Child Care Home Programs

- ☐ General (GCTR)
- ☐ Federal Center-Based - Child Care and Development Fund (FCTR)
- ☐ State Preschool (GPPE)
- ☐ Full-Day State Preschool Wrap Around (GWAP)
- ☐ Campus Child Care (with match) (GCAM)
- ☐ School Age Community Child Care Services (GLTK)
- ☐ Family Child Care Homes (FFCC)
- ☐ Family Child Care Homes (GFCC)
- ☐ Handicapped (GHAN)
- ☐ HUD Child Care (FHU)
- ☐ HUD Child Care (GHU)
- ☐ Migrant Child Care (GMIG) and Migrant Specialized Services (GMSS)

Alternative Payment Programs

- ☐ Alternative Payment Program (GAPP)
- ☐ Child Care and Development Fund (CCDF), Alternative Payment Program (FAPP)
- ☐ State CalWORKs, Stage 2 (G2AP)
- ☐ Federal CalWORKs, Stage 2 (F2AP)
- ☐ State CalWORKs, Stage 3 (G3TO)
- ☐ Federal CalWORKs, Stage 3 (F3TO)
- ☐ Federal Migrant AP (FMAP)

Resource and Referral Programs

- ☐ Resource and Referral (GFRR)
- ☐ CCDF, Quality R&R (FBRR)

Agency's County/Vendor Number

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Federal ID Number

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Legal Name of Agency

Executive
Director:

Address:

City: ZIP:

Phone:

Fax:

E-mail:

Program
Director:

Address:

City: ZIP:

Phone:

Fax:

E-mail:

Board of Directors Chairperson

Phone:

Under penalty of perjury, I certify as the authorized agency representative, that all applicable state and federal statutes and regulations will be observed. I also certify that all completed forms accurately describe program operations.

Authorized Agency Representative Signature

Date:

Print Name and Title of Authorized Agent

Phone:

CD-3704A (Revised 9/03)

**PROGRAM NARRATIVE CHANGE REQUEST
FISCAL YEAR 2004-05**

☐ No Changes (check box if there are no changes).

Complete this page **only** if your agency requests a modification of its existing program narrative from the CDD.

Legal Name of Agency	Program Type (e.g., GCTR)
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1. Identify the program component for which you are requesting a change.
2. Describe how the program currently provides services to children and families in relation to the above-identified program component.
3. Describe the proposed change and how services will be improved if the change is implemented.

Center-Based Programs and Family Child Care Home Networks Personnel Certification Fiscal Year 2004-05

The State of California requires any agency receiving child care and development funds, disbursed by the California Department of Education, Child Development Division (CDE/CDD), to employ fully qualified personnel as contained in *California Code of Regulations, Title 5; Education Code; and Funding Terms and Conditions*.

Program Director	Site Supervisor
<p>Center-Based Programs and Family Child Care Home Networks that offers subsidized child care services at two or more sites, shall employ a qualified program director. Their primary duty is to supervise service delivery, meet a child's developmental needs, and instruct children at a single site or multiple sites. In addition, they serve as coordinator of curriculum and staff development.</p>	<ul style="list-style-type: none"> Center-Based Programs that offers subsidized child care services, at a single site, shall designate a site supervisor. Their primary duty is to provide services in the care, development, instructions of children in attendance at that location. In addition, they serve as coordinator of curriculum and staff development.
<p>Acceptable proof of qualification:</p> <ul style="list-style-type: none"> Child Development Program Director Permit; Children's Center Supervision Permit; Valid California Administrative Services Credential that authorizes administration or supervision at a public school; A current credential issued by the Commission on Teacher Credentialing authorizing teaching service in elementary school or a single subject credential in home economics, and six units in administration/supervision of Early Childhood Education/Child Development (ECE/CD) (not required by any person who was employed as a program director prior to January 1, 1993, in a child care and development program receiving funding by the CDD) and 12 units of ECE/CD or at least two years' experience in an ECE/CD program; <u>Severely Handicapped (GHAN) Programs only</u>, the director meets qualifications defined in Education Code, Section 8360.3; <u>School Age Community Child Care Services (GLTK) Programs only</u>, the director meets qualifications defined in <i>California Code of Regulations</i>, Title 5, Section 18203; or A current Child Development Program Director Staffing Qualifications Waiver issued by CDE/CDD. 	<p>Acceptable proof of qualification:</p> <ul style="list-style-type: none"> Child Development Site Supervisor Permit; Children's Center Supervision Permit; Valid California Administrative Services Credential that authorizes administration or supervision at a public school; A current credential issued by the Commission on Teacher Credentialing authorizing teaching service in elementary school or a single subject credential in home economics, and six units in administration/supervision of ECE/CD (not required to any person who was employed as a program director prior to January 1, 1993 in a child care and development program receiving funding by the CDD) and 12 units of ECE/CD or at least two years' experience in an ECE/CD program; A current Child Development Site Supervisor Staffing Qualifications Waiver issued by CDE/CDD; or <u>School Age Community Child Care Services (GLTK) Programs only</u>, the site supervisor shall meet the requirements defined in <i>California Code of Regulations</i>, Title 5, Section 18205.

Additional personnel information and certification of qualified staff available on the following page.

**Center-Based Programs and Family Child Care
Home Networks Personnel Certification
Fiscal Year 2004-05**

Teacher - Center-Based Program

May provide service in the care, development, and instructions of children in a child care and development program; and supervise associate teachers and assistants.

Acceptable proof of qualification:

- Regular Children's Center Instructional Permit;
- Limited Children's Center Instructional Permit;
- Emergency Children's Center Instructional Permit;
- Child Development Master Teacher Permit;
- Child Development Teacher Permit;
- Child Development Associate Teacher;
- Current credential issued by the Commission on Teacher Credentialing authorizing teaching service in elementary school or a single subject credential in home economics, **and** 12 units in ECE and/or CD, or two years' experience in early childhood education or a child care and development program;
- Severely Handicapped (GHAN) Programs only, meet the requirements identified in *Education Code*, Section 8360.3; or
- School Age Community Child Care Services (GLTK) Programs only, meet the requirements identified in *California Code of Regulations*, Title 5, Section 18206.

I certify, as the authorized agent representing this agency, I have read and understand the staffing requirements as described on the prior page and above. All child care staff employed in CDE/CDD funded program(s) are fully qualified for their respective positions by meeting the above stated requirements. Exceptions to this certification are persons employed as "Program Director" or "Site Supervisor" who possess a current CDE/CDD approved staffing qualifications waiver.

Signed: _____

(Authorized Representative)

Date: _____

Agency: _____

ALLOCATION OF AGENCY FUNDS

Fiscal Year 2003-04

Agencies that serve multiple counties or agencies whose county of service differs from the county where they are headquartered must complete this form. **LOS ANGELES COUNTY:** please report service planning area (SPA) as listed on the next page. If your agency administers more than four contracts, please duplicate this form.

LEGAL NAME OF AGENCY: _____

VENDOR NUMBER: _____ AGENCY'S COUNTY: _____

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If FY 2003-04 was not a typical year, how might the allocation differ in FY 2004-05?

Agency Contact: _____ Date: _____
(Name)

Title: _____ Telephone Number: _____

If you have any questions regarding this form, please contact **CYNTHIA ROBINSON**, Child Development Fiscal Services Unit, at (916) 324-4531.

LOS ANGELES COUNTY SERVICE PLANNING AREAS IDENTIFIED BY CHILD CARE ADVISORY BOARD, LOS ANGELES COUNTY

If a zip code overlaps into another county, only the geographic area corresponding to the portion located in
Los Angeles County is considered as part of the designated service delivery area (sub-county region).

Antelope Valley Region Zip Codes- SPA 1	San Fernando Region Zip Codes SPA 2	San Gabriel Region Zip Codes SPA 3	Metro Region Zip Codes SPA 4	West Region Zip Codes SPA 5	South Region Zip Codes SPA 6	East Region Zip Codes- SPA 7	South Bay/Harbor Region Zip Codes SPA 8
91023	90068 91308	90601 91129	90004 90054	90009 90296	90001	90001 90650	90044 90397
91350	90290 91309	91001 91131	90005 90055	90024 90311	90002	90022 90651	90047 90398
93243	91011 91310	91003 91175	90006 90056	90025 90312	90003	90023 90652	90220 90501
93510	91012 91311	91006 91182	90007 90057	90034 90401	90007	90040 90659	90221 90502
93523	91020 91312	91007 91184	90010 90059	90035 90402	90008	90058 90660	90245 90503
93532	91021 91313	91009 91185	90011 90060	90045 90403	90011	90063 90661	90247 90504
93534	91023 91316	91010 91186	90012 90063	90046 90404	90016	90091 90662	90248 90505
93535	91040 91321	91011 91187	90013 90065	90049 90405	90018	90101 90665	90249 90506
93536	91041 91322	91016 91188	90014 90068	90056 90406	90037	90201 90670	90250 90507
93539	91042 91324	91017 91189	90015 90069	90064 90407	90043	90239 90701	90251 90508
93543	91043 91325	91023 91191	90016 90070	90066 90408	90044	90240 90702	90254 90509
93544	91046 91326	91024 91702	90017 90071	90067 90409	90047	90241 90703	90260 90510
93550	91050 91327	91025 91706	90019 90072	90073 90410	90052	90255 90706	90261
93551	91051 91328	91030 91711	90020 90074	90077 90411	90056	90270 90707	90266
93552	91201 91329	91031 91715	90021 90075	90080	90058	90280 90711	90267
93553	91202 91330	91066 91716	90023 90076	90083	90059	90601 90712	90274
93560	91203 91331	91077 91722	90026 90078	90094	90061	90602 90713	90275
93563	91204 91333	91101 91723	90027 90079	90095	90062	90603 90714	90277
93584	91205 91334	91102 91724	90028 90081	90099	90082	90604 90715	90278
93586	91206 91335	91103 91731	90029 90084	90209	90089	90605 90716	90301
93590	91207 91337	91104 91732	90030 90086	90210	90185	90606 90804	90302
93591	91208 91340	91105 91733	90031 90087	90211	90220	90607 90806	90303
93599	91209 91341	91106 91734	90032 90088	90212	90221	90608 90807	90304
	91210 91342	91107 91735	90033 90093	90213	90222	90609 91754	90305
	91214 91343	91108 91740	90034 90096	90230	90223	90610 91755	90306
	91221 91344	91109 91741	90035 90102	90231	90224	90631 91770	90307
	91222 91345	91110 91744	90036	90232	90248	90637	90308
	91224 91346	91114 91745	90038	90233	90255	90638	90309
	91225 91350	91115 91746	90039	90263	90262	90639	90310
	91226 91351	91116 91747	90041	90264	90723	90640	90313
	91301 91352	91117 91748	90042	90265	90746		
	91302 91353	91118 91749	90046	90272			
	91303 91354	91121 91750	90048	90291			
	91304 91355	91123 91754	90050	90292			
	91305 91356	91124 91755	90051	90293			
	91306 91357	91125 91756	90052	90294			
	91307 91364	91126 91765	90053	90295			

Subcontract Certification Fiscal Year 2004-05

An agency that chooses to subcontract services will not have to submit the language to CDD for prior approval. Only information about direct service contracts needs to be described. Your annual audit will include review of subcontract compliance. In addition, subcontracts for management and/or direct services must be audited in accordance with CDE Audit Guidelines and reported with either your audit or the subcontractor's audit. Duplicate this sheet if you need additional space.

Contract type to which subcontract applies	Name of Subcontracting Agency/Sites	Subcontract Amount	Services to be Subcontracted
		\$	
		\$	
		\$	
		\$	
		\$	

I certify that the contractual arrangement(s) listed above are in adherence with the required subcontract provisions contained in the 5 CCR, and the Funding Terms and Conditions.

I understand that signing this certificate does not lessen the legal responsibility for the subcontract requirements. As the prime contractor, the agency maintains the responsibility to monitor the performance of the subcontractor to ensure that services are provided appropriately.

Legal Name of Agency: _____

Signed: _____
(Authorized representative)

Dated: _____

2004-2005 Program Calendar (Fiscal Year)	
LEGAL NAME OF AGENCY	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">VENDOR NUMBER</div> <div style="width: 45%;">CONTRACT TYPE</div> </div>
<p>Please provide a separate calendar for each program type. Place an "X" on each day your program will be open for service. Total each month's service delivery days. Then enter the total number of days open for each quarter in the space labeled, "Subtotal". Sum Subtotal amounts. Record the total days of operation at the bottom of form.</p>	

FIRST QUARTER	<p>JULY 2004</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><th>SU</th><th>M</th><th>T</th><th>W</th><th>TH</th><th>F</th><th>SA</th></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table> <p>Days of Operation: _____</p>	SU	M	T	W	TH	F	SA					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<p>AUGUST 2004</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><th>SU</th><th>M</th><th>T</th><th>W</th><th>TH</th><th>F</th><th>SA</th></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table> <p>Days of Operation: _____</p>	SU	M	T	W	TH	F	SA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																		
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TOTAL DAYS OF OPERATION: _____

CDMIS-900

This form is used by Child Development Management Information Systems (CDMIS) to document *NO SERVICES* or *NON-OPERATIONAL* months for the CDD-801A, Monthly Child Care Population Information Collection

Instructions: To avoid penalties for non-reporting; an agency must notify CDMIS in writing for *full Months in Which Children Are Not Served*. If your agency does not operate for entire months, or is not yet operational, please check Box 1 or Box 2 below. For Box 1, provide the date your agency plans to begin operation. For Box 2, check the month(s) when you will be closed (all sites, all contracts) for the entire month. (If your agency subcontracts, please forward to the subcontractor to complete).

- ☐ 1. **NON-OPERATIONAL:** The Agency is a brand new contractor and has not yet begun serving children. Services to families will begin on _____(date).

If, after submitting this form, you find out this date must be extended, contact your CDD consultant immediately so your apportionment is not withheld for non-reporting. Your consultant can then forward a form to the agency for update.

OR

- ☐ 2. **NO SERVICES:** The Child Development Division (CDD) contracted sites(s) will be close for the entire month. Please check the appropriate box below indicating which month(s) your **agency** will not provide **any** CDD subsidized services.

- | | | |
|----------------------------------|-----------------------------------|------------------------------------|
| <input type="checkbox"/> January | <input type="checkbox"/> February | <input type="checkbox"/> March |
| <input type="checkbox"/> April | <input type="checkbox"/> May | <input type="checkbox"/> June |
| <input type="checkbox"/> July | <input type="checkbox"/> August | <input type="checkbox"/> September |
| <input type="checkbox"/> October | <input type="checkbox"/> November | <input type="checkbox"/> December |

Return this form with the Continued Funding Application package. If you have questions, please contact our staff at cdmis@cde.ca.gov or call us at (916) 445-1907.

Signed: _____
(AUTHORIZED REPRESENTATIVE)

Date: _____

Agency: _____

Continued Funding Application Checklist

Legal Name of Agency: _____

This checklist will help you to review your just completed application package before mailing. Place a check mark in the box to verify that the item is included in your application. Unused forms should be discarded prior to duplication and mailing.

Required items

Page	Description	Check (✓) box
1	Application for Continued Funding	<input type="checkbox"/>
2	Program Narrative Change	<input type="checkbox"/>
3 and 4	Personnel Certification (Center-based and Family Child Care Homes)	<input type="checkbox"/>
8	Fiscal Year 2004-2005 Calendar	<input type="checkbox"/>
10	Continued Funding Application Checklist	<input type="checkbox"/>
Green color pages	Data Reports	<input type="checkbox"/>

Applicable/Optional items

Page	Description	Check (✓) box
5	Allocation of Funds, Fiscal Year 2003-04	<input type="checkbox"/>
7	Subcontract Certification	<input type="checkbox"/>
9	CDMIS Form 900	<input type="checkbox"/>
CDD Forms Web page	Program Director or Site Supervisor Staffing Qualifications Waiver	<input type="checkbox"/>
CDD Forms Web page	School Age Community Child Care Services Program, Participation Limit Waiver Request	<input type="checkbox"/>

Applications must be received by the CDE/CDD no later than Friday, December 5, 2003, at 5 p.m.
Mail one original and three complete copies of all documents checked to the address below.

Child Development Division
California Department of Education
Continued Funding Application
1430 N Street, Suite 3410
Sacramento, CA 95814